

**COMMITTEE MEMBERS PRESENT:** M. Gleason, S. Havn, D. Schulz

**COMMITTEE MEMBERS ABSENT:** None

**VILLAGE BOARD MEMBERS PRESENT:**

Staff: L. Martin

**1. Call to Order**

The meeting was called to order at 10:00 AM by S. Havn

**2. Approval of February 21, 2013 Meeting Minutes**

M. Gleason motioned, S. Havn seconded to accept the February 21, 2013 minutes as a matter of record as none of the current members were present or appointed to committee. Motion carried unanimously.

**3. Discussion of Finance Director Recruiting Process**

M. Gleason explained that the Finance Legal License committee approved the funding of the Finance Director position at their June 19, 2013 meeting and that the position will be funded through end of 2013 with inclusion in the 2014 budget process. M. Gleason explained that the objective is to allow the administrator to proceed with seeking out the most qualified candidate. The Board had previously retained Robert Half to complete the search process. As part of the initial search, three candidates were brought in for interview, but no candidate was selected due to qualifications. M. Gleason further explained that there are no contractual obligations with Robert Half due to the fact that payment was only required if the Village hired one of their suggested candidates. D. Schulz added that it is crucial that the selected candidate for hire have experience in governmental fund accounting. M. Gleason echoed this comment and added that it will be important to have a Finance Director in place for the 2014 budget process. S. Havn mentioned that the proposed salary range is \$84,000 to \$99,000. M. Gleason explained that it is important to attract good staff and offer competitive wages; all were in agreement with this and the proposed salary range. D. Schulz requested that the board is kept apprised of the ongoing search process. **M. Gleason motioned, S. Havn seconded to authorize the Village Administrator to initiate a new recruitment effort to fill the Finance Director position, oversee the selection process, and bring forward a final recommended candidate to the Village Board for approval. Motion carried (3-0).** L. Martin mentioned that the recruitment process would be completed using the Wisconsin League of Municipalities website, a second website for financial professionals recommended by Dave Maccoux (auditor), and local newspapers as necessary. This allows for completion of the recruitment at minimal cost as opposed to the 20-35% of salary fee required by Robert Half. There was also discussion regarding changing of the personnel committee meeting time, to be discussed further with the administrator as future personnel meetings are needed.

**4. Adjourn**

M. Gleason motioned, S. Havn seconded to adjourn. Motion carried unanimously and meeting was adjourned at 10:22 AM.